

**REQUEST FOR PROPOSALS/BIDS**  
City of Wood Village  
Amenity Improvements at Donald L Robertson Park

The City of Wood Village is accepting bids from qualified contractors licensed in the State of Oregon until 11 a.m. on Tuesday, December 20, 2022 for the design and construction of improvements at Donald Robertson Park, at which time submittals will be publicly opened and read. The project includes the replacement of picnic tables, construction of new walking paths, and renovation of baseball furnishings.

The bid award will be based on a lump sum price.

**Project Description:**

This is a design-build project. Work shall include the planning, procurement, and construction tasks necessary for the following amenity improvements:

- Removal of six existing picnic tables with concrete base pads. Installation of replacement tables, and construction of new concrete base pads.
- Construction of 100 Lineal feet of concrete walkways connecting picnic tables with existing paved surfaces
- Procurement and installation of four ADA-accessible park grills.
- Removal of one existing baseball backstop, accompanying seating, and fencing.
- Repair of one existing baseball backstop. Removal and replacement of existing bleachers and player seating.

Plans shall include all necessary environmental, erosion, and sedimentation controls for demolition and construction work.

Work hours will be limited to between 7:30 a.m. and 6:00 p.m. Monday through Friday with the exception of Wednesday to accommodate Waste Management. Saturday work will require prior request by the contractor and approval by City Manager. Documentation and inspection shall be performed by City staff.

**Project Schedule:**

Bid Opening:	December 20, 2022
Award of Contract	January 10, 2023
Notice to Proceed	January 16, 2023
Completion	May 31, 2023

**Deliverables:**

The City requires that submittals be presented to public works for review. The final inspection, walk-through and completed punch-list items will be followed by a written approval and final billing.

**Instructions to Bidders:**

Proposers shall be aware that this project is subject to compliance with Prevailing Wage Rate Laws and Federal Labor Standards. As required by these laws, the Contractor shall provide certified payroll documents, and the City will perform interviews on selected employees.

Proposals are to be mailed or delivered to the City of Wood Village Public Works Department, 24200 NE Halsey St., Wood Village, OR 97060-1095.

Proposals shall be identified on the exterior of the sealed envelope including bidder's name, address and business license number.

Proposers shall include with their proposal a Bid Bond to the amount of 5% of the Bid price. Proposers must show that they are licensed and bonded in Oregon.

Any questions regarding this project should be directed to Kyler Roberts, Engineering Technician, prior to the submittal deadline at (503) 489-6862, or [KylerR@woodvillageor.gov](mailto:KylerR@woodvillageor.gov)

**Bid Document Format:**

Written bids must be submitted in the format outlined herein. Each bid will be reviewed to determine if it is complete prior to actual evaluation.

**Bid Document Content:**

The written bid should provide background information about the company, its employees, and its experience with related projects and clients. Specifically, the bid document should address the following information:

1. Company profile listing: name, address, contractor license number, year established, type of ownership, and size of company and staff. The same information shall be provided of all subcontractors to be used on the project.
2. Current company workload and the ability to perform this work within the limitations of the project schedule. (See above)
3. Proposed approach to the project which includes schedule for each stage of work, timing for the impact on each neighborhood and alternative parking arrangements.
4. A detailed itemization of work with corresponding compensation the company expects to be paid for performing the services required to complete this project.
5. At all times during the existence of this Agreement, the contractor shall maintain at its own cost, general liability and property damage insurance (\$2,000,000 per incident, \$2,000,000 aggregate), vehicle insurance (\$2,000,000 per incident) and any workers compensation coverage as required by law. Copies of the insurance certificates must be attached to the submitted quote.